



DEPARTMENT OF THE ARMY

ST. PAUL DISTRICT, CORPS OF ENGINEERS

ARMY CORPS OF ENGINEERS CENTRE

190 FIFTH STREET EAST

ST. PAUL, MN 55101-1638

REPLY TO
ATTENTION OF

CEMVP-EE

1 August 2001

MEMORANDUM FOR All Employees, St. Paul District

SUBJECT: Policy Letter No. 02-3, Complaints Pursuant to
10 U.S.C. Section 1561

1. Complaints alleging supervisory personnel have committed sexual harassment may now be pursued under 10 U.S.C. Section 1561. Complaints should be in writing and identify dates, time, location, conduct in question, and the names(s) of the person(s) involved in the conduct. This complaint option is separate from and in addition to an employee's right to file a discrimination complaint with the EEO Office alleging sexual harassment under Title VII.

2. The Deputy for Programs and Project Management has been designed as the point of contact for receipt of Section 1561 sexual harassment complaints. Upon receipt, and investigation of the complaint must commence within 72 hours. Complainants will be advised when an investigation is initiated. To the extent practicable, an investigation is to be completed within 14 days of its commencement, with the final report due within 20 days. Final reports will be submitted to the next superior office in the chain of command with general court-martial convening authority.

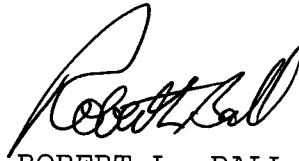
3. The definition of sexual harassment under 10 U.S.C. Section 1561 is "unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature which is made a term or condition of a person's job, pay, or career; is used as a basis for career or employment decisions affecting that person; is conduct that interferes with a person's work performance; creates an intimidating, hostile, or offensive work environment; or is deliberate, repeated, unwelcome verbal comment or gesture of a sexual nature in the workplace." This definition includes any use, condoning, or implied approval due to lack of corrective action by a person in a supervisory or command position.

CEMVP-EE

SUBJECT: Policy Letter No. 02-3, Complaints Pursuant to
10 U.S.C. Section 1561

4. District employees wishing to file such complaints must file them with the Deputy for Programs and Project Management (DP). The DP will ensure that the required investigation and reporting requirements are satisfied. You are all reminded of the District's policy on the Prevention of Sexual Harassment, which further outlines prohibitions and restrictions with respect to sexual harassment. Please be advised that the District supports the Division policy of zero tolerance of sexual harassment.

5. This notice is to be posted permanently on all official Corps of Engineers Bulletin Boards.

A handwritten signature in black ink, appearing to read "Robert L. Ball", is positioned above the printed name.

ROBERT L. BALL
COL, EN
Commander